PAYROLL DEDUCTION & BUSINESS EXPENSE LEDGER

Monthly Adjustment Record

EMPLOYEE NAME

PAY PERIOD

EMPLOYEE ID

DEPARTMENT / COST CENTER

1. PAYROLL DEDUCTIONS (PRE/POST-TAX)

DEDUCTION DESCRIPTION	TYPE (PRE-TAX / POST-TAX)	AMOUNT
	Total Payroll Deductions:	

2. BUSINESS EXPENSE REIMBURSEMENTS

DATE	EXPENSE CATEGORY	DESCRIPTION / BUSINESS PURPOSE	AMOUNT
		Total Business Expenses:	

3. NET PAYROLL ADJUSTMENT SUMMARY

(+) Total Expense Reimbursements (Non-Taxable)	
(-) Total Payroll Deductions	
Net Adjustment to Pay:	

Employee Signature & Date

Authorized Approver Signature & Date